



TUMS-IC

Office of the Vice President for Research Affairs

## Request Form for Leave of Absence (LOA) During Research Phase

### Student's Information

First Name:	Last Name:
Program:	School:
Nationality:	Passport Number:
Date of entry to the program:	Student Number:

Hereby, I \_\_\_\_\_ am requesting for a leave of absence  
starting from \_\_\_\_\_ until \_\_\_\_\_.

**Reason for leave (Explain):**

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Dean of Department / School:**  Approved  Disapproved

**Name and Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TUMS-IC VP for Research Affairs:** Approved  Disapproved

**Name and Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** In order to request for a LOA during their research phase, students must *complete this form, sign it and submit it* to the Office of the Vice President for Research Affairs through e-mail or by person.

Our e-mail address: [b-izadivar@farabi.tums.ac.ir](mailto:b-izadivar@farabi.tums.ac.ir)